

20 MAR 2000

SUBJECT GROUP 5500-5599 SECURITY

SUBGROUP 5510 - INFORMATION SECURITY

5510.1 Shredder Facility, Navy Public Works Center (PWC), Norfolk

a. Hours of Operation. Shredder service is available from PWC Norfolk Transportation Department (Code 700). The shredder facility is located in Building Z-313 and open:

Monday through Friday 0730-2330 - * by appointment only

*(Note: Hours of operation may be extended by special request - based on urgency.)

b. Information

(1) Plastic shredders are approved for destruction of classified material and all non-reduction classified COMSEC material. This specifically includes intact wrapped key card books, papermylar-paper key tapes in their canisters, and non-mos chip technology printed circuit boards. Magnetic tapes, floppy discs, and typewriter ribbons (not in case) may also be destroyed.

(2) Classified microfiche, microfilm, reduction photography or micro circuitry may not be destroyed.

c. Costs

(1) Scheduling the shredder and charges for its use are based on the proposed number of bags to be shredded. This reduces instances of scheduling more time than will actually be required.

(2) Funding documents (NAVCOMPT Form 2275, DD Form 1149, etc.) should be sent to the Comptroller Department, PWC Norfolk, based on the anticipated number of bags to be shredded for the fiscal year. The cost per bag is published annually in PWCNORVANOTE 7030 (STABILIZED RATES FOR UTILITIES, SANITATION, TRANSPORTATION, DIRECT LABOR AND OTHER SERVICES).

d. User Responsibilities: Shredder users are responsible for:

(1) Handling their classified material and certifying its destruction with witnesses and record of destruction, if required, per SECNAVINST 5510.36 series.

(2) Unloading, moving and unpacking material for destruction at the shredder facility. Classified material cannot be left unattended in building or vehicle.

20 MAR 2000

(3) Ensuring classified material is not left in burn bags. Bags must be torn open and visually inspected before discarding them in the trash containers. Burn bags will not be shredded.

(4) Removal of clips, clamps, rivets, binders, staples, rubber bands, fasteners, etc., before loading material conveyors. These items should be removed prior to placing material in burn bags. Trash, such as coffee cups, Kleenex, food wrappers, cans, should not be placed in burn bags and will not be shredded.

(5) Loading and spreading material evenly across hopper trays. Key card books, canisters, magnetic tapes, floppy disks, and typewriter ribbons must be mixed with paper. Material feedrate - 9 x 11 inch per conveyor section. Do not overload.

(6) Observing destruction of material through glass window on exhaust tube. When window is clear, shredding is complete.

(7) Checking tabletop, floor under table and hopper, trap doors under hopper and sides of shredder for residue. Clean off table and floor, and place trash in receptacles provided.

(8) Completion of PWC Destruction Inspection Check-off List to ensure no classified material has been provided.

(9) Signing log before leaving.

e. Scheduling Appointments

(1) To schedule a shredder appointment, call the appointment desk. You must provide a job order number to make appointment.

(2) Appointments are made on a first-come-first-served basis and can be scheduled no more than 30 days in advance. Commands or ships with special requirements should contact the appointment desk.

(3) Shredder time is at a premium. Please conduct your business in a timely manner and leave the area when the operation is completed.